



# Catalog

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<http://www.cosmetica-academy.com/>

9050 Telegraph Road. # 101, 103-105, 201-203  
Downey, CA 90240

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When visiting our website <http://www.cosmetica-academy.com/> you may find information on the following:

1. Access to the School Performance Fact Sheet for each educational program offered by the Institution
2. Student brochure offered by the Institution
3. A link to the Bureau for Private Postsecondary website: [www.bppe.ca.gov](http://www.bppe.ca.gov)
4. The Institution's most recent annual report submitted to the bureau.
5. Our website is in both English and Spanish.

## Welcome to Cosmetica Beauty and Barbering Academy

It is a pleasure to introduce you to Cosmetica Beauty and Barbering Academy. We are focused upon career training for a student's successful professional future. We offer courses that address the occupational needs of the industry, utilize modern equipment, and employ a caring staff of professionals. Cosmetica Beauty and Barbering Academy maintains a long-term commitment to its students. The relationship between the Institution and its students begins with the introductions of intensive career classes, which continues throughout the program and beyond graduation with job placement assistance.

## Approval Disclosure Statement

Cosmetica Beauty and Barbering Academy is a private institution that is approved to operate by the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or PO BOX 980818, West Sacramento, CA 95798-0818 Phone No. (916) 431-6959 Toll Free No. (888) 370-7589 Fax. No. (916) 263-1897.

The Bureau's approval means that the Institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational Institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. Institution approval is subject to continuing review.

Prospective enrollees are encouraged to visit the physical facilities of the Institution and to discuss personal, educational and occupational plans with Institution personnel prior to enrolling or signing enrollment agreements.

The following programs have been approved:

<u>Course</u>	<u>O*Net Code</u>	<u>Total Clock Hours</u>	<u>Number of Weeks to Completion</u>
Cosmetology	O*Net #39-5012.00	1600	40-80
Barbering	O*Net #39-5011.00	1500	37.50-75
Esthetician	O*Net #39-5094.00	600	15-30
Manicuring	O*Net #39-5092.00	400	17
Cosmetology to Barbering Crossover	O*Net #39-5011.00	200	8
Barbering to Cosmetology Crossover	O*Net #39-5012.00	300	12

All instruction is provided on campus at 9050 Telegraph Road, Suite 101, 103-105, 201-203 Downey, CA 90240. There are periods of clinical and externship dependent upon the particular program. California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact.

Our Institution has not had a petition in bankruptcy, filed against within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq). CEC 94909(a)(12)

Cosmetica Beauty and Barbering Academy is owned by Cosmetica Beauty and Barbering Academy, Inc., whose corporate officers are Julie Landeros and Maria Teresa Villarreal. This catalog is made available to a prospective student or the general public at any time when requested. This Catalog is also available in our website :<http://www.cosmetica-academy.com/>

## Mission Statement and Philosophy

Our mission is to empower students to improve their lives by enhancing their professional skills in order to better their careers. In support of this mission, the Institution is innovative in its curriculum, job-intensive in its focus, and responsive to employers' needs. The training provided at Cosmetica Beauty and Barbering Academy prepares graduates to obtain entry-level positions in their chosen field(s): Cosmetology, Barbering, Esthetician, Manicuring, Cosmetology Cross over and Barber Cross over. Graduates leave with the skills necessary to become successful in their careers. Our concern for our students will always have top priority.

## Institution Objectives for all Educational Programs:

(Cosmetology, Barbering, Esthetician, Manicuring, Cosmetology Cross over and Barber Cross over)

1. HIRE qualified educators and student support staff;
2. DEVELOP courses that reflect the needs of the professional communities served;
3. UPDATE teaching techniques that communicate career theory and skills;
4. UTILIZE appropriate equipment;
5. OFFER programs in career fields with the best employment opportunities;
6. MAINTAIN a close relationship with potential and current employers of graduates;
7. PROVIDE reliable job placement assistance to our graduates.

We do not offer Financial Aid nor are we Nationally Accredited at this time.

## Affirmative Action Statement (Non-Discrimination Policy)

Cosmetica Beauty and Barbering Academy is firmly committed to providing educational programs to otherwise eligible students regardless of race, creed, ethnicity, religion, national origin, sex, disability, or medical condition, except under special circumstances that would constitute either an occupational limitation or a limitation in participation in the program offered.

## **Instructional Facilities**

Cosmetica Beauty and Barbering Academy is located at 9050 Telegraph Rd. #101, 103-105, 201-203 Downey, CA. The City of Downey is the hearth of Los Angeles County, located approximately 15 miles south-east of Downtown Los Angeles, CA. The Institution is readily accessible by the 5/605/710 FWYS and is accessible from the many surrounding areas. Classrooms for each program of study at Cosmetica Beauty and Barbering Academy contain equipment and supplies sufficient to meet the needs of the course of the students.

Cosmetica Beauty and Barbering Academy is a well-designed building that assimilates the salon environment for the sole purpose of beauty education; equipped with the most modern visual and teaching aids, possessing the type of professional beauty equipment in keeping with top salons in America.

Cosmetica Beauty and Barbering Academy has at least 4,800 square feet of modern facilities devoted to teaching the science and arts of cosmetology. The facilities include a freshman classroom area for lectures and practical training, and an audio/visual center that can handle videotapes and blackboard demonstrations. Cosmetica Beauty and Barbering Academy has extensive shampoo facilities, chair hair dryers and blow dryer stations in addition to the workstations provided for each student. An administrative office and counseling office as well as a library are maintained on-site. Cosmetica Beauty and Barbering Academy provides restrooms and break room areas. The building is equipped with Heating and air conditioning systems, well lit and furnished in a highly professional manner. It is free from distracting noises. Entrances and exits are located so that the building can be cleared quickly and safely in case of an emergency. The Institution's premises are wheelchair accessible (i.e., doorways, restrooms, ramps). There are several restaurants located less than one half block away from the Institution.

## **Equipment for Each Program of Study**

The instructional classrooms contain equipment designed to assist the student learning to become an integral member for the business world. Equipment includes: Dermal lights for giving instruction in skin care and electrical facials, mannequins, time clocks, shampoo bowls, dryers, facial chairs/couches, manicure stations, electrical cap and thermal hair straighteners, etc.

## **Library**

The library consists of appropriate texts and reference books to assist in each program of study. Other learning resources are available at the school's library, such as books, videos, computers for Internet access for information, and etc.

Students may request any items from the library by checking out those items at the office during hours of operation.

Cosmetica Beauty and Barbering Academy has a check-in / checkout system to access resources from the library. To check out books, resources or for Internet use the student must ask an immediate instructor and complete a check out form at the office.

### **Office Hours**

Monday through Friday 9:00 am to 6:00 pm

## **Pre- Enrollment Information and General Rules**

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement." Although general rules are reviewed during orientation, students are individually responsible for knowledge of all Institution rules and regulations including student conduct, attendance, make-up work, termination, etc. published in this catalog or communicated by the administration via written notices. Students must be aware that criteria for admission and/or graduation may differ depending upon the individual program. Some programs demand more stringent requirements than others. For more detailed information, contact the respective department. Each student receives a syllabus when class starts. The syllabus contains methods and practices used in each of the academic departments in order to facilitate the students' learning process.

## **Family Educational Rights and Privacy Act**

The practices and procedures of Cosmetica Beauty and Barbering Academy comply with the confidentiality and student record availability provisions of the Family Educational Rights and Privacy Act of 1974 (as amended) and the Buckley Amendment. Students, parents of minors, and guardians of "tax dependent" students have the right to inspect and review the information contained within the records for these students. Confidentiality of student (and staff) records is strictly protected.

The Institution complies with Title IX of the 1972 Education Amendments, Equal Opportunity Act of 1972 (Title VII of the Civil Rights Act of 1964) Section 504, the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1993. Student information is not available to anyone outside the administration without: a) a written request/release from the student, b) a court order, or c) accreditation or government agency requirements.

## **Admission Requirements**

The general requirements for admission to Cosmetica Beauty and Barbering Academy are as follows:

1. A valid State or Government issued I.D.
2. Minimum 16 years of age at enrollment (Must be 17 to qualify for State Board Test)
3. Have Social Security Number or ITIN Number
4. Have a high School diploma, equivalency or pass the Ability To Benefit Test approved by the USDE; Combined English Language Skills Assessment (CELSA) or LPAT Spanish. An independent third party administrator administers this test and the student pays the cost of the test. Testing is arranged by appointment and is handled as a separate appointment from the initial enrollment interview. Applicants are notified of their test results via telephone or email. If the applicant receives a qualifying score, the applicant is eligible to enroll in the program. If the student does not attain a qualifying score, the student may take a different CELSA test or LPAT Spanish Test after 15 days. Any amount paid will be forfeited if there is a no-show to the test date.

## **Admission Procedures**

Applicants are advised to call the Institution for an appointment to discuss admission requirements and procedures. Each applicant will be interviewed individually so that the Institution may better understand the career goals of the applicant, and the applicant can better understand the programs of the Institution.

As part of the admissions procedures, all applicants are required to:

1. Complete an application for admission:
2. Have an interview with a representative of the Admissions Department;
3. Have an interview with a Financial Planning Department Representative prior to completing the enrollment process to discuss payment plans;
4. Complete all necessary paperwork for admission
5. Receive a Catalog
6. Take a tour of the facility

Upon completion of the admission procedures, the student will be notified of the Institution's decision regarding admission.

During the interview, certain disclosures such as completion and placement rates of graduates will be made. In addition, tuition and payment plans, and the applicant's professional and educational goals will be discussed. Once the student is provided with an Institution catalog, it is the responsibility of that student to familiarize himself/herself with all the Institution rules and comply with the contents of the catalog. Cosmetica Beauty and Barbering Academy through appropriate action, reserves the right to change any provision or requirement at any time within the student's term of training. The provisions of this publication do, however, supersede any previously state provisions either written or oral.

As part of our admissions policy, this is our policy regarding the acceptance of credits earned at other Institutions or through challenge examinations and achievement tests. "Our Institution does not have an articulation agreement, between our Institution and any other Institution or university that provides for the transfer of credits earned in the program of instruction."

## **Class Schedules**

Day and Evening classes are scheduled to start every Monday of Month.

### **Class Hours Are:**

#### **Cosmetology/Crossover Cosmetology**

Monday through Friday 9:00am -2:00 pm  
Monday through Friday 5:30am -10:30 pm  
Monday through Friday 9:00am -5:30 pm

#### **Barbering/Crossover Barber**

Monday through Friday 9:00am -2:00 pm  
Monday through Friday 5:30am -10:30 pm  
Monday through Friday 9:00am -5:30 pm

#### **Esthetician/Crossover Esthetician**

Monday through Friday 9:00am -2:00 pm

#### **Manicuring**

Tuesday, Wednesday, Thursday 9:00am -5:30 pm

## **English as a Second Language Instruction**

The Institution does not provide instruction for English as a Second Language, and neither does it provide services for obtaining visa to prospective students from other countries. The Institution reserves the right to refuse admission to any applicant who does not meet the Institution's established criteria for admission. The programs at Cosmetica Beauty and Barbering Academy are taught in their respective language; English or Spanish.

## **Health Care Services**

Cosmetica Beauty and Barbering Academy does not provide health care services on the premises. Campus personnel are on duty during all hours of operation. Any medical emergency should be reported to the front desk or Institution personnel immediately. These reports will be transmitted to the on-site administrator, the police, fire or emergency medical services as applicable. In cases of non-emergency, a list of facilities is posted on bulletin boards and is available at the front desk.

## **Notice Concerning Transferability of Credits and Credentials Earned at our Institution**

"The transferability of credits you earn at Cosmetica Beauty and Barbering Academy, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Cosmetology, Barbering, and Manicuring or as an Esthetician is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cosmetica Beauty and Barbering Academy to determine if your diploma will transfer."

In addition, a diploma earned at Cosmetica Beauty and Barbering Academy may not serve as a basis for obtaining a higher-level degree at another Institution or university. However, partial credits earned at Cosmetica Beauty and Barbering Academy are transferable to other postsecondary Institutions offering a similar program and may be transferable to community institutions at their discretion and according to their policy.

Students previously enrolled in an accredited institution may submit their academic records to Cosmetica Beauty and Barbering Academy for review and possible transfer of credit. In lieu of accepting transfer credit, the institution may:

- 1) accept the transfer credit based upon a review of the official transcript from an accredited institution provided those courses are part of the Institution's approved curriculum for that program of study and/or
- 2) Cosmetica Beauty and Barbering Academy will transfer in a maximum of 50% of the total program hours. Cosmetica Beauty and Barbering Academy does not accept hours or credit earned through achievement tests, challenge examinations, ability-to-benefit students or prior experiential learning. Once its completed there is NO APPEAL to this procedure.

Cosmetica Beauty and Barbering Academy does not recruit students already attending or admitted to another Institution offering a similar program of study.

## **Student Services**

The Institution assists students by providing them with access to programs outside of the classroom. Academic counseling is available to all students at the Institution, however, students are referred to community professionals for personal, non-academic counseling. All students are required to wear their ID badges while on campus.

We do not have dormitory facility under our control. There are apartment and housing available within walking distance of our Institution; the range in rental is from 600.00 to 2,000.00 depending on the number in the household. The Institution has NO responsibility nor does not find or assist students in finding housing.

## **Non-Discrimination Policy**

This institution, in their admission, instruction and graduation policies, practice no discrimination on the basis of ethnic origin, color, age, race, creed, religion, sex, financial status or country or area of origin or residence.

## **Students With Disabilities**

Our Institution does not discriminate on the basis of disability in admission or access to its programs, services, or activities of individuals who meet essential eligibility requirements. The Institution will provide reasonable accommodations for documented disabilities of individuals who are eligible to receive or participate in Institution programs, services, or activities.

## **Record Retention**

The institution maintains current records for a period of not less than five years at their principle places of business within the state of California. Transcripts are maintained indefinitely.

## **Instructional Language**

All courses are taught in English and Spanish only. We do not offer English-as-a second-language instruction. There is no level of English language proficiency required.

## Client Policy

After clients have been received at the front desk, the student will introduce himself or herself to the client, walk them to their designated chair, and perform a consultation. When the client has decided on their service(s), the student must circle all the services requested/completed. After completion of the service, the student must walk their client to the front desk for payment of services rendered. The student is responsible for bringing the work slip with them to the cash register with all the services circled or marked. Failure to bring the work slip forward will result in an automatic \$100 fine (regardless of what services was performed). The student must remain with the customer during the entire payment process. Once the payment is received, a future appointment should be noted in the appointment book. At this juncture, the student should thank the client for their time and remind them about their appointment with an appointment card.

## Student Records

Official Institution records are maintained for all students from their original start date. Students are advised and cautioned that Federal and state laws require the Institution to maintain Institution and student records for a five-year period only. (Transcripts are maintained indefinitely). All students and parents of tax-dependent students have the right to inspect information contained in their records. Official transcripts can be sent at the student's written request to any other Institution, or can be disclosed to a third party after the request is signed. Government agencies and accrediting agencies, including the Bureau for Private Education and the Board of Barbering and Cosmetology may inspect, review and copy the student's records without the student consent.

## Student Complaint Procedure (Grievance Policy)

Cosmetica Beauty and Barbering Academy is dedicated to providing a quality education to its students and maintaining an environment that is conducive to learning. However, in the event a concern or conflict should arise between the Institution and a student, the Institution's complaint resolution policy is as follows:

1. Start with the Instructor - if your complaint is not resolved;
2. Consult the Lead Instructor;
3. Make an appointment with the school director;
4. Refer your complaint to the Complaint Resolution Committee, directed to:

Maria Teresa Villarreal (School Director)

9050 Telegraph Rd. #101,105, 201-203

Downey, CA 90240

In addition, Student Request Forms are available for students to put their requests in writing at the School's Office. The request is submitted to the Director for action. If the student has a concern, the Instructor will make the necessary arrangements for the student to meet and discuss their concern with the School's Director. If the concern is still outstanding, a committee is formed to review the circumstances.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA. 95833 or PO Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897"

"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

"A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov)"

"Any student, who, after having exercised the student complaint procedures and having made every attempt possible to find a resolution to the issue, yet remains unsatisfied, has the right to forward the complaint to one of the following agencies as applicable:

- (1) Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400 or P.O. BOX 980818  
Sacramento, CA 95833 West Sacramento, CA 95798-0818  
Phone No. (916) 431-6959 Toll Free (888) 370-7589 Fax. No. (916) 263-1897
- (2) Board of Barbering and Cosmetology  
2420 Del Paso Road, Suite 100  
Sacramento, CA 95834 Phone No. (916) 575-7570

## **Attendance**

Students must attend classes according to their established schedules. Frequent tardiness and/or absences are cause for disciplinary action such as probation or dismissal. Students with twenty-one (21) consecutive days of absences, in any program of study, and without being on an approved Leave of Absence (LOA), will be withdrawn. In addition, students who fall below 70% attendance will be placed on attendance probation with specific terms and conditions, and are allowed a maximum of thirty (30) days to raise their attendance to meet the required percentage. The students are notified of the attendance probation in writing and are counseled. At the end of the thirty-day (30) period, if the student's attendance is still below the minimum required, the student may be terminated. The student may appeal to the Director of Education for an extended probationary period if mitigating circumstances are presented in a documented form. If a student is terminated due to unsatisfactory attendance, he/she may appeal to the Director of Education for re-admittance. If you do not maintain a 70% attendance rate and require further instruction to satisfy graduation requirements you will accrue over contract fees.

## **Attendance Policy**

**1. Absences** - Attendance is taken on a daily basis. Students are advised to call the Institution to inform their instructor of their absence. The call must be made by 8:00am for morning schedule or by 4:30pm for evening schedule. If the instructor is not available, leave a message on the Institution's voice mail.

The only excused absences allowed are: jury duty, military leave, immediate family death, incarceration, medical or legal appointments. Any extenuating circumstances will be evaluated on a case-by-case basis. A legitimate note must be submitted to the Director's office within three days of the absence to be considered valid.

**2. Advanced Notices for Leaving Early and for Absences** - Students leaving early or that have an expected absence are advised to complete and sign the advising report to notify the instructor.

**3. Tardiness** - Tardiness is a disruption of a good learning environment and is highly discouraged. Frequent tardiness without legitimate reasons may be cause for disciplinary action. Students must arrive by 9:00 a.m. for morning schedule students have a grace period of 7 minutes to be considered "on time." And be countable for the total hours, after 9:08 Students will be reduce 15 minutes the latest the student will be allowed into class is until 9:10 a.m. If by 9:10 a.m. Student is not in class they cannot come in until 11:00 a.m. / Evening Schedule starts at 5:30 p.m. Students have the grace period of 7 minutes to be considered "on time." And be countable for the total hours, after 9:08 Students will be reduce 15 minutes the latest the student will be allowed into class is until 5:40 p.m. If by 5:40 p.m. Student is not in class they cannot come in until 7:30 p.m.

**4. Leave of Absence** - The Institution will consider a written request for a leave of absence, and may approve the leave after determining that the request is justifiable and there is a reasonable expectation that the student will return to the Institution. The Institution may only approve a leave of absence if:

- 1) The leave is requested in writing, must be signed and dated by the student;
- 2) It is a minimum of 14 days.
- 3) The initial leave of absence does not exceed 180 days (unless mitigating circumstances);
- 4) Only one leave of absence is granted to the student in a 12-month period except for the following exceptions as stated by Law:
  - a) jury duty, military reasons, and circumstances covered under the Family and Medical Leave Act of 1993;
  - b) under exceptional circumstances the Institution may grant a subsequent Leave of Absence for 30 days;
- 5) Prior arrangements have been made for the student to be able to complete the academic coursework upon return from the leave of absence.
- 6) The number of days in a leave of absence is counted beginning with the first day of the student's initial leave of absence. If you fail to return to Institution on the scheduled return date, you will be subject to the Institution's withdrawal policy, and will be withdrawn from Institution immediately. This will affect your payment plan, and other scholarships (if any).

**5. Personal Service Days** - Personal Service Days are a privilege that the students must earn. The student must be in good standing academically, disciplinary and with attendance. If the student is absent on the day that the personal service takes place it may not be made up.

**6. Make-up Assignments/Tests/Time** - Regularly scheduled class hours, missed assignments, test and/or retests may be made up if the following conditions are met:

- a) Make-up assignments or test must be completed no later than 7 calendar days from the scheduled date of the missed assignment or test. There will only be one make-up test allowed per subject. If the assignment or test is not made up within 7 calendar days, an automatic "0" will be assigned.
- b) Make-up of scheduled class hours (attendance) must be cleared through the office. Make up hours are a privilege and are only available to excused absences (jury duty, military leave, immediate family death, incarceration, medical or legal appointments) that were documented. These hours must be made up within 30 days.

## **Clock Hours Policy**

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result of this requirement this Institution can only give clock hour credit to students who record their attendance by using the time clock to clock in and out at the start and end of their class day and lunch period. You will be given up to seven (7) minutes to clock in and receive credit for the quarter (1/4) hour. This seven-minute period applies to starting of the class day. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), the half hour must be deducted from your daily total and you must clock in and out for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

Instructors may not sign a student in or out, and if a student does not clock in or out at lunch one hour (1) for lunch will be deducted. If an error is made on the student time card the instructor will draw a line through the error and make the correction and the student and instructor must initial the change.

At the completion of the last day of your week, a new time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the next days' time card. The time card must be signed by the student and the instructor daily.

Time cards reflect the student daily record of hours and operations.

It is important that all of your hours and operations are recorded properly and accurately.

Hours and operations on time card must be legible at all times.

The time cards are the property of the Institution and must remain in the Institution at all times.

After clocking in you are required to maintain applied effort, professional grooming and remain in the building; reading material not related to your training or involving in activity not related to your training is not tolerated. If this occurs you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your suspension or termination.

## **Time Card Credit**

The following is a guideline for the instructor to issue credits: Each Theory credit must be initialed in the proper category. If that category is complete, the instructor may issue credit in another category. The portion of the time card reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated. The portions of the time card concerning operations are be applied efforts of the students; as they manually perform a practical subject. Some practical operations may take longer to perform according to the student.

## **Sexual Harassment Policy:**

Sexual harassment of or by any student shall not be allowed. Sexual harassment is prohibited by Cosmetica Beauty and Barber Academy and may result in disciplinary action to the offending student. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature made by someone under any condition. An individual or group feeling subjected to sexual harassment should directly inform the offending person/persons that such conduct must stop. Any conduct of a sexual nature following such notice may be determined to be sexual harassment. The School will take appropriate action to protect the reporting individual or group from retaliation or other forms of harassment

## **Satisfactory Academic Progress Policy**

### **Satisfactory Academic Progress (Sap):**

This Institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this Institution, the student must:

1. Maintain a cumulative academic average of C(70%) or better on all tests, work projects (operations) and other required course work.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ) regardless of the average level of attendance. Students that are attending the course programs who have more than three consecutive weeks of absences (21 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 21 or more days up to 180 days are encouraged to request a Leave of Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general Institution policies relating to attendance and tardiness. These policies are outlined in the "Institution Rules" section of this catalog on pages.
3. Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks.

4. Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period.

A student will be considered to be making satisfactory progress until the next evaluation.

#### **Evaluation Periods:**

All Students must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course.

If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a warning SAP status. If at the end of a payment period following the period under a warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed on Probation. The student will also be informed of the steps to take to initiate an appeal process.

Special Note: The percentage of the course scheduled to be completed is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1,600 hours course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1,600 clock hour program would be evaluated for SAP after the 10th week, the 22<sup>nd</sup> week; the 35th week and before completing the course. These dates would correspond to the point at which the student was scheduled to have completed 450, 900, 1250, and 1600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; either at the time the student reaches each additional 450 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

#### **Warning:**

Warning means a status assigned to a student who fails to make satisfactory academic progress at an Institution that evaluates academic progress at the end of each payment period. A student on warning may continue attending for one payment period despite a determination that the student is not making satisfactory academic progress.

#### **Academic Probation:**

Students who fail to meet SAP standards during a given evaluation period will be placed on academic/or attendance probation for one additional evaluation period. Students will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic/and or Attendance Progress and may be terminated. Student may appeal at this time. In the event such students are allowed to continue with instruction, student will be reinstated only after he/she has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3 & 4 of this policy or granted to continue in regards of the Appeal process. In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the Institution's refund policy will apply. Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

#### **Appeal Procedures:**

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the Institution's Administrator. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The administrator shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the administrator's decision. Should the student's appeal be denied, he or she may appear before an Institution committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame.(5-10 days). The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course. Students accepted for re-entering the program that previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation of re-entry, and must have displayed satisfactory progress within the evaluation probationary period time frame.

#### **Course Incompleteness:**

Course incompleteness, repetitions and non-credit remedial course are not applicable to this Institution's form of instruction.

#### **Attendance Status:**

Full time: Any student scheduled to attend 24 hours or more per week are considered to be full-time students. Half time enrollment requires a minimum of 16 hours per week. Part-time enrollment is defined as more than 16 but less than 24 hours per week. Less than 16 hours per week is less than half time.

### Grading System:

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 100% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the Institution.

#### Academic Grading

100% - 90%	A- Superior Performance
89% - 80%	B- Above Average
79% - 70%	C- Average
69% - 60%	D- Unsatisfactory
59% - 00%	F- Fail

#### Point Grades for Practical Work

(GPA 4) 4Points=A
(GPA 3) 3Points=B
(GPA 2) 2Points=C
(GPA 1) 1Points=D
(GPA 0) 0Points=F

### **1. Satisfactory Progress -**

The Institutions general grading policy in order to determine satisfactory progress is as follows:

90% - 100%	(A) Excellent
80% - 89%	(B) Good
70% - 79%	(C) Satisfactory
0% - 70%	(F) Fail

Grade point average required for certifying completion of each program is a minimum cumulative passing grade of 70%. Please note: Some programs demand more stringent requirements than others. Consult your instructor for additional information.

The following is a breakdown of the grading system:

Written and Practical Tests	= 50%
Attendance	= 25%
Quizzes	= 15%
Professionalism	= 10%

Attendance will be graded as follows:

0 Absences = A (100%);	1 Absence = A (95%);
2 Absences = B+ (89%);	3 Absences = B- (80%);
4 Absences = C (75%);	5 or more absences will result in an "F" or "0" for the phase

Cosmetology and Barbering students have 4 periods or phases in their course

Esthetician and Manicuring students have 2 periods or phases in their course

Students will receive a grade report for each phase they pass.

### **2. Unsatisfactory Progress -**

Cosmetica Beauty and Barbering Academy adheres to the following procedure for unsatisfactory progress:

- If a student's grade point average is under 70% (unsatisfactory) per phase, the student is placed on academic probation for a period of thirty (30) days. The student is notified and must meet the specific terms and conditions noted on the probationary slip. During the probation period, a student is considered to be making satisfactory academic progress. At the conclusion of the probation, the student's progress will be evaluated. If progress has not been achieved due to mitigating circumstances, the probation may be continued for another thirty (30) days with the approval of the Director. If satisfactory progress is not achieved upon the completion of sixty (60) days of probation, the student will be terminated. The student will be notified of the termination in writing.
- Unsatisfactory progress may result in additional tuition charges assessed to the student. If certain classes/courses need to be repeated, or the student does not complete his or her program on time, the Institution may charge the student for additional educational expenses. Students may only repeat the same class/course once throughout the program, and must be able to complete the program in the maximum timeframe allowed, which is 1 1/2 times the length of the program of study.

**3. Re-Entry Procedure -** Any student who requests re-entry to Cosmetica Beauty and Barbering Academy must first obtain and complete a Re-entry Clearance Form from the Admission's Office which will be processed and reviewed for approval prior to the re-entry. Students may only re-enter the Institution once.

Additionally, students who are dismissed or terminated must present a written appeal demonstrating evidence that the condition(s) that caused the dismissal/termination has been rectified before re-entry to the Institution may be considered.

**Maximum Time Frame -** All students must complete their program of study in a period of time not to exceed one and one-half times the period specified on their enrollment agreement. At the midpoint of the academic year, the Institution will assess the quantitative progress of each student. At the time of these assessments, the Institution will determine whether a student has successfully completed the minimum percentage of work allowing completion of the program within the established

time frames. The Institution utilizes its computerized student tracking system on a regular basis in order to generate reports that clearly identify the quantitative measurements for completion of a program of study within the 150% of the time.

The Institution assesses such reports and determines whether a probationary status with specific terms and conditions will allow the student to complete the program of study without exceeding the 150% timeframe.

**Course Withdrawals** - The Institution does not allow subject or course withdrawals within a program.

**Course Repetitions** - If a student is required to repeat a course, both the original and the repeated course are considered as courses attempted. In computing the grade point average, the credits for the course with the higher grade will be counted. The student may be charged for courses that they must repeat.

7. **Non-Credit Remedial Courses** - The Institution does not offer non-credit remedial courses.

8. **Class Cancellations** - Administration reserves the right to cancel any class if the number of students falls below the minimum accepted. Class cancellations may occur during the first week of the scheduled class days, in which case the Institution will refund all monies due if applicable.

## **Pre-Application**

Pre-applications to the Board of Barbering and Cosmetology (known as the "Board") are applications that are sent out at 75% of the Cosmetology, Barbering and Esthetician courses and 60% for the Manicuring Course. Other programs do not apply to this process. It is considered a privilege, not a right, to the student. It is not beneficial to the student or the Institution to send a student that is not prepared for the examination. Therefore, in order for a student to be granted permission to pre-apply to the Board, a student must not have more than two (2) absences per phase, must have theory and practical credits up to date, and must have monthly payments up to date. Departure from this policy will result in the forfeiture of the privilege to pre-apply.

## **Attitude, Dress Code, Grooming**

The Beauty Industry is primarily about providing customer service and satisfaction. Success in this industry is dependent on your ability to present yourself well in appearance, presentation, attitude and having the skills to make your customers want to make referrals to you and return to you herself/himself. To truly succeed in this industry, you have to treat each and every customer as if your entire career depended on her/him. While a student in the Institution, in addition to learning basic skills and techniques, you will be expected to conduct and present yourself in a professional manner through good attire, grooming and attitude at all times.

**Attitude**— the single most important aspect required to succeed in the industry. You can be one of the best skilled hairdressers, barber, esthetician or manicurists in the industry, but if you don't have a good attitude, you will never be a success. With a good attitude you will develop people skills and good working habits that will drive you to succeed. A good attitude will help keep you on track and be consistent with motivating your clients, your employees, and yourself. A good attitude means treating others with respect at all times and always making the customer feel good about herself/himself and your service.

**Dress Code**— while in the Institution, students must follow the Institution's dress code. For Cosmetology, Barbering, and Manicurist: The basic dress policy specifies solid black "Cosmetica" tops (no other prints, logos, stripes, or design); black pants (ankle length, no tights), with black closed toed walking shoes and no head covering (hats, beanies, etc. with the exception of religious beliefs). If there is clothing to be worn underneath the uniform, they must be solid black. For Estheticians: all white scrubs, with white closed shoes. Free day consists of closed toe shoes, no tank tops, short sleeves must cover upper arms, no over body exposure determined by the instructors at the discretion of instructors. Conservative attire is required and the instructor will have discretion of what is appropriate and what is not. Clothing must not be excessively loose or tight and all apparel must be clean and pressed (with no excessive stains). Facial jewelry should be avoided or kept to a minimum while in the Institution. Detailed attire policies will be provided upon your enrollment. All students are expected to follow this dress code for the benefit of other students and the public. All dress attire must be according to gender. If the student arrives at the Institution without the proper attire, they will be asked to go home to change and return to the Institution. The time will be deducted from their timecard.

**Grooming**— as you are entering a salon-like atmosphere of training, good grooming is a prerequisite. This means being clean and neat. Hair, whether on the head or face, should be fashionable, orderly and presentable in a professional manner so as not to be annoying to the public. In order to gain a client's confidence, you must present yourself in the best light, as the client's impression is always made upon first sight and first introduction. Obviously, proper use of deodorant, breath freshener, and clean manicured hands is important for the respect, comfort and feelings of others. Proper presentation and sanitation is the way to win friends and influence people!

## Rules and Regulations

These are designed to industry standards and based on salon expectations; we feel there are only three primary and sound reasons for having an Institution's rules and regulations:

1. Out of respect and for the feelings, comfort and safety of others in the Institution, including students, patrons and staff.
2. To establish the same kind of work, conduct and habit patterns that would be expected of you in the typical salon where you take up your profession.
3. To comply with state, federal and accrediting expectations.

A complete list of Rules and Regulations prepared for your benefit will be provided to you. The Institution reserves the right to modify these rules and regulations at any time. All students must comply with the Institution Rules and Regulations as a condition of enrollment.

1. Personal Calls - Students are not allowed to use the Institution telephones for personal use, unless granted permission ahead of time. If a student receives a call at Cosmetica Beauty and Barbering Academy, a message will be given to the instructor. If the call is an emergency, every effort will be made to find the student and relay the message.
2. Cell phones and pagers are not permitted to be used in the Institution by students.
3. Breaks - Students are allowed one break every four hours during the Institution day. Students taking a lunch break must clock out and back in, in accordance with State and Institution regulations. For this reason students are not allowed to leave the building or go to the break/lunch room, in their lunch break, unless they are clocked out on their time cards.
4. Personal conversations should be kept to a minimum. Personal visitors should wait outside the Institution.
5. The use of or being under the influence of any intoxicants, drugs, or narcotics is strictly forbidden and is cause for student dismissal. All such substances are not permitted on the premises.
6. Smoking - Cosmetica Beauty and Barbering Academy maintains a smoke-free environment.
7. Food and Drinks - No food or drinks are allowed in any classroom, unless so designated.
8. There is no assigned locker for personal possessions. Cosmetica Beauty and Barbering Academy is not responsible for any personal items or possessions left in the Institution.
9. Just as would normally be the case in most salons, every student will be assigned specific daily clean-up duties.
10. Time cards are a matter of strict State regulations and must be accurate. Students are to record on their time card, in the area provided, the activities of their classes, assignments, operations performed, etc. All entries and computations are to be made, in pencil, by the student on his or her own individual card. Timecards are property of Cosmetica Beauty and Barbering Academy and must remain on the property of the Institution. Taking home the timecards will result in disciplinary action.
11. Students clocking time cards, other than their own, or falsifying time cards are subject to immediate expulsion. Students who leave the building while clocked in are subject to immediate suspension, up to and including expulsion.
12. To thoroughly prepare you for your professional future, we ask that all duties and assignments given to the student by an instructor must be complied with. Should a student refuse any duty or assignment, he/she will be clocked out immediately for at least the balance of the day. If a student is not physically able to perform assignments, he/she will not be allowed to attend the Institution.
13. Students are not allowed to sell any type of merchandise to anyone on Institution premises.
14. A student may be suspended or terminated for unsatisfactory progress, misconduct, disrupting classes, or for infraction of the rules. In the event of a problem, a personal conference is held with the student so that there can be an opportunity for discussion and resolution of the problem.
15. Physical altercations, aggressive arguments, threats, theft or intentional abuse of another person is grounds for immediate expulsion.
16. Please notify the Institution immediately in writing of any changes of address or phone number.
17. Tuition payments or processing fees are to be made the first day of attendance of every week unless other arrangements have been made on the date of enrollment. The Institution is not permitted to have a student attend who is delinquent in tuition or processing fees. Students should get validated receipts for all monies paid to the Institution for tuitions. The student should verify they received proper credit against their month student status reports.
18. Any student discontinuing, transferring or completing training is requested to check with the Institution so that appropriate records may be prepared.
19. Theft or Damage to Equipment - Students are required to maintain cleanliness and orderliness in the classrooms. Students who misappropriate or misuse any equipment or instructional devices may be subject to dismissal and may be billed for damaged or stolen equipment. Equipment mishaps must be reported immediately to the respective department.
20. Drug Abuse Policy - Cosmetica Beauty and Barbering Academy has a zero tolerance policy on drugs found on the campus. Anyone found abusing drugs on campus will be subject to immediate expulsion.

### **Grounds for Disciplinary Action**

1. Unsatisfactory academic performance,
2. Unsatisfactory attendance,
3. Frequent tardiness or leaving early,
4. Unprofessional behavior such as academic dishonesty and/or conduct that disrupts the learning process in the classroom or reflects unfavorably upon the Institution and/or its students. Consult your administration department for additional information.

### **Disciplinary Procedures & Dismissal**

All disciplinary matters will come before the Administration, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, or other appropriate action. Termination may also be the result of a student violating the following policies: a) satisfactory academic progress, b) attendance, and/or c) the conduct policy.

### **Appeals Policy**

Should a disciplinary action such as suspension or termination be taken, the Institution will notify the student in writing. The student has ten (10) business days to appeal the decision of the Institution regarding the action taken, and must substantiate his or her case by providing documentation where appropriate. All appeals must be made in writing. The Institution will form a committee who will review and take the necessary steps to resolve the appeal. The Institution has ten (10) business days to respond.

### **Financial Planning Services**

The following programs are available to eligible participants:

CBBAPP	Cosmetica Beauty and Barbering Academy Payment Planning
TFC	Tuition Financing

### **Tuition Policy**

Tuition is disclosed and agreed upon at the time of enrollment. All terms and obligations are reflected in the enrollment agreement. Tuition is due and payable on the first day of class unless other arrangements have been made with the Financial Planning Department. Payments must be made consistently and on time, otherwise late payment penalties may be assessed. If a student exceeds the length of time under the contract terms, extra tuition will be charged. It is the student's responsibility to pay the full amount of any loans plus interest, which were obtained for the course of instruction, less the amount of any refund if applicable. Failure to meet the terms of a promissory note will result in default. Defaulting on a payment plan will have serious consequences.

### **Collection of Delinquent Tuition and/or Other Fees Owed**

#### **Students "In" Institution**

Payment of tuition as listed on the Student Installment Contract is due and payable on the 1<sup>st</sup> or 15<sup>th</sup> each month depending on the arrangements made on the financial contract. Payments not made within three (3) business days of the scheduled due date will be subject to a late charge of ¼% per month. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend Institution until all payments are current. The student will subsequently be withdrawn.

#### **Students "Out" of Institution**

Payment is due on the 1<sup>st</sup> or 15<sup>th</sup> of every month as listed in the student's Student Installment Contract. Payments not made within three (3) business days of the scheduled due date will be subject to a late charge of ¼% per month. The Institution will discontinue services to current or graduate students who have overdue account balances and will make every effort to collect monies owed. The Institution will not provide grade or attendance reports, and transcripts for which the student has not made any payments. The Institution will not provide job placement assistance, subsequent enrollment, or any other student services until the student's account balance is current. The Institution reserves the right to withhold a graduate student's diploma until that student's account balance is current as per the terms of the agreement signed by the student.

### **Financial Planning Student Rights**

Students have the right to know:

- (1) Types of payment plans available at Cosmetica Beauty and Barbering Academy
  - (2) The basis for eligibility and the process of fulfilling these needs.
  - (3) The refund policy of the Institution, including the pro rata refund policy.
- This information is available at the Financial Planning Department and contained within this catalog.

## **Withdrawal Procedures**

The withdrawal may be initiated by the student written request, and/or conduct (misbehavior – physically or verbally), including, but not necessarily limited to, a student's lack of attendance. The written request shall be delivered to the administration office. For purposes of processing student withdrawals, effective date, which shall be no later than the date received by the administration office; and calculating refunds or balances owed to the Institution. Cosmetica Beauty and Barbering Academy will use the terms as described in the "Cancellation, Withdrawal, and Refund Policy" sections of this catalog to determine the withdrawal date. Students who withdraw and re-enter will be charged tuition at the contractual rate before withdrawal for six months. After this, the current rate will be charged.

## **Cancellation, Withdrawal, Refund Policy**

### **Notice of Students Rights and Obligations:**

**Student's Right To Cancel:** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of class), or the seventh day after enrollment (7 days from the date when the enrollment agreement was signed), whichever is later.

The notice of cancellation shall be in writing and submitted directly to the financial office, a withdrawal may be initiated by the student's written notice or by the institution due to student's academic or conduct, including, but not necessarily limited to, a student's lack of attendance.

**Refund Policy:** 100% Total Refund within the 1<sup>st</sup> to 7<sup>th</sup> day of the above cancellation period. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% percent or less of the period of attendance. Once more than 60% percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds. A registration fee of \$ 75.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the academy will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination. You do not cancel the contract by just not attending classes.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

If the student obtains a loan to pay for an educational program, the student, will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student, receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

### **Hypothetical Refund example according to the state pro rata policy.**

Assume that a student enrolls in the Cosmetology course, upon enrollment in a 1,600-hour course, pays \$6,800.00 for tuition, \$100.00 for registration, and \$500.00, (documented cost to the Institution) for equipment as specified in the enrollment agreement and withdraws after 600 hours into the course (this includes class days not attended by the student) without returning the equipment (due to sanitary reasons) he/she received. The pro rata refund to the student would be \$4,250.00 based on the calculation stated below.

Tuition	\$6,800.00
Registration fee (not refundable)	100.00
Cost of equipment (non refundable)	500.00
Total Amount Paid	\$7,400.00

Tuition cost	\$6,800.00
Hours in the course	1,600
Hourly charge	4.25

Paid for instruction	\$6,800.00
Hours attended	600
Tuition owed 600 x \$4.25	\$2,550.00
Refund due	\$4,250.00

### Determination of withdrawal from Institution:

#### The student would be determined to have withdrawn from Institution on the earliest of:

The date you notify the administration office of your intent to withdraw. Only the administration officer would be authorized to accept a notification of your intent to withdraw.
The date the Institution terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
The date you fail to attend classes for 21 consecutive days and fail to inform the Institution that you are not withdrawing.
For California Schools: If you are absent for 21 consecutive days and are not on an approved leave of absence, you will be deemed a withdrawal even though you have indicated that you were not withdrawing.
The date you failed to return as scheduled from an approved leave of absence. The date of the determination of withdrawal will be the scheduled date of return from LOA.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction and the course has begun, the Institution shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at Institutions in the neighborhood.

**Institution Closure:** If the Institution closes subsequent to a student's enrollment and before instruction in the course has begun, the Institution shall at its option:

1. Provide a full refund of all money paid; or
2. Provide for completion of the course at Institutions in the neighborhood.

### Return Policy for Kits

When a student purchases a cosmetology, barbering, manicuring, or esthetician kit, the sale is final.  
There are no refunds on kit and textbooks.

### Tuition Charges

COURSE	TUITION	REG. FEES NON-REFUNDABLE	BOOKS / SUPPLIES / EQUIPMENT NON-REFUNDABLE	STRF NON-REFUNDABLE	OTHER CHARGES NON-REFUNDABLE	HOURLY RATE	TOTAL CHARGES
COSMETOLOGY	7,840.00	75.00	1,975.00	00	0.00	4.90	\$ 9,890.00
BARBERING	6,750.00	75.00	1,100.00	00	0.00	4.50	\$ 7,925.00
ESTHETICIAN	4,740.00	75.00	950.00	00	0.00	7.90	\$ 5,765.00
MANICURIST	1,700.00	75.00	575.00	00	0.00	4.25	\$ 2,350.00
CROSS-OVER FROM BARBERING TO COSMETOLOGY	1,920.00	75.00	350.00	00	0.00	6.33	\$ 2,345.00
CROSS-OVER FROM COSMETOLOGY TO BARBERING	1,700.00	75.00	350.00	00	0.00	8.50	\$ 2,125.00

If the student obtains a loan to pay for an educational program, the student, will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student, receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

#### BASED ON THE PROGRAM OF STUDY:

PROGRAM TO ATTENDED.

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT.

Extra Tuition will be charged for those students who exceed the term of their contract.

The extra tuition is charged on an hourly rate multiplied by the remaining hours required to complete the course.

The calculation is illustrated below.

$$100 \text{ Hours} \times \$ 4.50 = \$450.00$$

## **State of California Student Tuition Recovery Fund (STRF)**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Questions regarding the STRF may be directed to:

**Bureau for Private Postsecondary Education**  
**2535 Capitol Oaks Drive, Suite 400**  
**Sacramento, CA 95833**  
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## **Job Placement/Career Services Department**

All graduates have equal access to the Career Services Department. The Institution maintains job placement assistance and will make every effort to supply employment leads to all graduates. The Job Placement Representatives are actively involved in finding job leads for the graduates. The Job Placement personnel fax the graduates' resumes to employers and follow up on interviews and prepare extensive case notes for each of the interviews arranged on a daily basis. The Institution hosts employer open houses so that employers may visit the Institution. The graduates are informed of upcoming job fairs by the Job Placement Department so that graduates may participate and meet with employers. It is likewise expected that all graduates will fully cooperate with the Career Services Department in the job search activities, and will demonstrate a good faith effort in securing a position in their field of study.

No guarantees are made concerning job placement as an inducement to enroll, nor can promises be made that placement is assured upon graduation.

## **Graduation Requirements**

Graduation for all programs of study is accomplished by satisfactory completion of all course requirements, maintaining satisfactory attendance and the required grade point average, and arranging for payment of all financial obligations. Upon graduation, a student will receive a diploma in his/her field of study. Students in all programs should check with their Instructor, Registrar, Financial Planning Department, and the Placement/Career Services Department to be certain that they have satisfied all specific department criteria for graduation.

## **Diploma Granted**

No Diploma will be issued, unless the student has completed the required clock hours, theory hours and practical operations, and has a Grade average of 70% or a "C".

## **Holiday Calendar**

Cosmetica Beauty and Barbering Academy observes the following holidays during which the Institution is closed and no classes are held on New Years Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following day, Christmas Eve and Christmas Day. In addition the school will be closed from December 24<sup>th</sup>, 2018 to January 4<sup>th</sup>, 2019. Cosmetica Beauty and Barbering Academy has the right to declare a special holiday for emergency or special reasons. In such an event student will be notified by school personnel via telephone and/or a notice posted on the front door of the school.

## **Class Size**

Classes do not generally exceed a ratio of one (1) instructor/lecturer to 25 students for lecture classes and a ratio of one (1) instructor to 20 students for lab classes.

# Curriculum For Cosmetology Course (1,600 Hours)

The curriculum for students enrolled in a cosmetologist course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the all of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

<b>Cosmetology 1600 Hours</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
<b>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>200 Hours of Technical Instruction in Health and Safety</b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	
<b>200 Hours of Technical Instruction and Practical Training in Esthetics</b>		
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
<b>Eye Brow Beautification and Make-up:</b> The subject of Eye Brow Beautification shall include, but is not limited to, the following issues: Eye Brow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30

### 100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring

#### Manicuring and Pedicuring:

The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicuring, including nail analysis, and hand/foot and arm/ankle massage.

10

25

#### Artificial Nails and Wraps:

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs.

25

120 Nails

### Additional Training Will Be Given In The Following Subject Matter:

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

### Cosmetology Performance Objective

1. Acquire knowledge of laws and rules regulating California's cosmological establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to cosmetology.

### Skills To Be Developed:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

### Attitude And Appreciations To Be Developed:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues.

### Requirements For Satisfactory Completion Of Course:

Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better.

### Graduation Requirements:

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### Licensing Requirements:

Applicant must be 17 years of age or older and have completed the 10th grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 70%.

## Curriculum for Esthetician Course (600 Hours)

The curriculum for students enrolled in an Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Esthetician 600 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
<b>350 Hours of Technical Instruction and Practical Training in Facials</b>		
<b>Manual, Electrical and Chemical Facials:</b> The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	70	140
<b>Preparation:</b> The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, CPR/AED, salon and spa skills.	15	
<b>200 Hours of Technical Instruction in Health and Safety</b>		
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	40	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	10	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.	15	
<b>50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up</b>		
<b>Eyebrow Beautification:</b> The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.	25	50
<b>Make-up:</b> The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.	20	40

### Esthetician Performance Objective:

Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

### Skills To Be Developed:

Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Esthetician services, will learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

### **Attitude And Appreciations To Be Developed:**

Be able to appreciate good workmanship common to Esthetician, possess a positive attitude towards the public and fellow workers appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### **Requirements for Satisfactory Completion Of Course:**

Shall have completed Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better. All tuition, fees and charges must be paid in full prior to the release of final papers.

### **Graduation Requirements:**

When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### **Licensing Requirements:**

Applicants must be 17 years of age or older and have completed the 10th grade, A Esthetician license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 70%.

## Curriculum for Manicurist Course (400 Hours)

The curriculum for students enrolled in a manicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

Manicuring 400 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
<b>300 Hours of Technical Instruction and Practical Training in Nail Care</b>		
<b>Manicures and Pedicures:</b> The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicure including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 and 180 Nails
<b>100 Hours of Technical Instruction and Practical Training in Health and Safety</b>		
<b>Laws and Regulations:</b> The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
<b>Health and Safety Considerations:</b> The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B	25	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3.	20	10
<b>Bacteriology, Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	

### Additional Training Will Be Given In The Following Subject Matter:

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to Cosmetology field.

### Manicurist Performance Objective:

Acquire knowledge of laws and rules regulating California Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

### Skills To Be Developed:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

### Attitudes And Appreciations To Be Developed:

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### Requirements For Satisfactory Completion Of Course:

Shall have satisfactorily completed Theory and Operations required by Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

### **Graduation Requirements:**

When a student has completed the required theory hours and practical operations in Manicuring with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### **Licensing Requirements:**

Applicants must be 17 years of age or older and have completed the 10th grade, a manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 70%.

## Curriculum for Barbering Course (1500 Hours)

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

Barbering 1500 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
<b>1100 Hours of Technical Instruction and Practical Training in Hair Dressing</b>		
<b>Hairstyling:</b> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	240
<b>Permanent Waving and Chemical Straightening:</b> The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	40	105
<b>Hair Coloring and Bleaching:</b> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60	50
<b>Hair Cutting:</b> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20	80
<b>200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
<b>200 Hours of Technical Instruction in Health and Safety</b>		
<b>Laws and Regulations:</b> The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
<b>Health and Safety Considerations:</b> Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	
<b>Disinfection and Sanitation:</b> The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
<b>Anatomy and Physiology:</b> The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	

(a) The Board recommends that Institutions provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

### **Additional Training Will Be Given In The Following Subject Matter:**

Salon Mgmt., communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk and reception, and care and other subjects relating to the Barbering and Cosmetological field.

### **Barbering Performance Objective:**

Acquire knowledge of laws and rules regulating California Barbering and Cosmetological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

### **Skills To Be Developed:**

Use of proper implements relative to all barbering procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all barbering implements.

### **Attitudes And Appreciations To Be Developed:**

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### **Requirements For Satisfactory Completion Of Course:**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

### **Graduation Requirements:**

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### **Licensing Requirements:**

Applicants must be 17 years of age or older and have completed the 10th grade, a Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the California Barbering Licensing Exam with an overall average of 70%.

## **Curriculum for Cosmetology to Barbering Crossover Course (200 Hours)**

The curriculum for students enrolled in a barber crossover course for cosmetologists shall consist of a minimum of two hundred (200) clock hours of technical instruction and practical operations covering shaving preparation and performance.

For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.

Hazardous substances shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

<b>Cosmetology to Barbering Crossover Course 200 Hours</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Operations</b>
<b>200 Hours of Technical Instruction and Practical Training in Shaving</b>		
<b>Shaving Preparation and Performance:</b> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	<b>100</b>	<b>40</b>

### **Barbering Performance Objective For Cross-Over Course**

Acquire knowledge of laws and rules regulating California Barbering and Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to cosmetology.

### **Skills To Be Developed:**

Use of proper implements relative to all barbering procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all barbering implements.

### **Attitudes And Appreciations To Be Developed:**

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### **Requirements For Satisfactory Completion Of Course:**

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

### **Graduation Requirements:**

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### **Licensing Requirements:**

Applicants must be 17 years of age or older and have completed the 10th grade, have a Cosmetology License. A Barber License will be granted by the State of California only after the student has successfully completed and graduated from the Barber Crossover course as described above and passed the California Barbering Licensing Exam with an overall average of 70%.

# Curriculum for Barbering to Cosmetology Crossover Course (300 Hours)

The curriculum for students enrolled in a cosmetology crossover course for barbers shall consist of a minimum of three hundred (300) clock hours of technical instruction and practical operations covering those practices that are not a part of the required training or practice of a barber. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such instruction shall include:

Barbering to Cosmetology Crossover Course 300 Hours	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations
<b>200 Hours in Esthetics</b>		
Manual (Shall include cleansing, scientific manipulations, packs, and masks.)	2	5
Electrical (Shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.)	7	5
Chemicals (Shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.)	10	15
Eyebrow Arching and Hair Removal (Shall include the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.)	5	5
Makeup (Shall include skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.)	5	10
<b>100 Hours in Manicuring</b>		
Water and oil manicure, including nail analysis, and hand and arm massage.	5	15
Complete pedicure, including nail analysis, and foot and ankle massage.	1	3
<b>Artificial Nails</b>		
Acrylic: Liquid and powder brush-ons	5	10 Nails
Artificial nail tips	3	10 Nails
Nail wraps and repairs	2	5 Nails

## Cosmetology Performance Objective For Cosmetology From Barbering Crossover Course:

Acquire knowledge of laws and rules regulating California Barbering and Cosmological establishments' practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

### Skills To Be Developed:

Use of proper implements relative to all Cosmetology procedures. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hair and skin, prior to all services to determine any disorders. Develop the knowledge of safety precautions in use of all Cosmetology implements.

### Attitudes And Appreciations To Be Developed:

Be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

### Requirements For Satisfactory Completion Of Course:

Shall have satisfactorily completed Theory and Operations required by Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.


### Graduation Requirements:

When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. All tuition, fees and charges must be paid in full prior to the release of final papers. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.

### Licensing Requirements:

Applicants must be 17 years of age or older and have completed the 10th grade, have a Barber License. A Cosmetology License will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Crossover Course as described above and passed the California Cosmetology Licensing Exam with an overall average of 70%.

## Career Opportunities In The Field Of Beauty Culture

 Ambitious, capable women and men, after comparatively short experience, will find the door open for many interesting, well-paid positions. The following list shows just some of the many positions available:

### Cosmetology

Hair Stylist Hair Colorist Manicurist Make-Up Artist Facial Expert  
Wig and Hairpiece Specialist  
Skin-Hair-Scalp Specialist  
Beautician On an Ocean Liner  
Instructor Educator


### Barbering

Hair Stylist Hair Colorist  
Wig and Hairpiece Specialist Hair-Scalp Specialist  
Barber On an Ocean Liner  
Instructor Educator

### Esthetician

Facial Specialist  
Make-Up Technician for T.V./Modeling  
Agency  
Make-Up Specialist Chemical Peel Specialist  
Hair Removal Specialist  
Facials for Doctors In The Field Of Reconstructive And Plastic Surgery  
Instructor Educator

### Manicuring

 Manicurist Pedicurist  
Nail Art Specialist  
Instructor Educator

Also various other career opportunities that would apply to each of the fields listed above:

Salon Manager	Beauty Consultant
Salon Owner	Traveling or Platform Artist
Institution Administrator	Manufacture Field Representative
Institution Director	Demonstration - Lecturer
State Board Member	Beauty Products Buyer
Beauty Products Research	Beauty Products Sales



## Organizational Chart

### **COSMETICA BEAUTY AND BARBERING ACADEMY**

	<b>OWNER/DIRECTOR/CAO MRS. MARIA TERESA VILLARREAL</b>	
<b>Financial and Accounting Julie Landeros</b>	<b>Administrator/COO/CEO Julie Landeros</b>	<b>Admissions/Placement Maria D. Hernandez</b>
<b>Instructors</b>		<b>Instructor</b>
<b>Luz Elvira Hernandez</b>		<b>Mary Carmen Moreno</b>
<b>Blanca Lourdes Garcia</b>		<b>Felipe Mendez</b>
<b>Ivonne Gomez</b>		<b>Norma Lucia Corral Tapia</b>
<b>Victor Samaniego</b>		<b>Laurentina Rodriguez</b>
<b>Evelyn Hernandez</b>		

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## Administrative And Educational Faculty Qualification List

 Maria Teresa Villarreal	CAO	Primarily responsible for the administration of academic affairs including faculty supervision, development of educational programs and curriculum and the implementation of the mission, purpose and school's objectives
Julie Landeros	CEO/COO	As a CEO, primarily responsible for the overall administration of the institution. As a COO, responsible for the business operation that includes finances management, personnel and contracting for goods, services or property
Maria A Hernandez	Admissions/Placement 15 Years	Admissions, Career Counseling for students and Placement
Luz Elvira Hernandez Licensed Cosmetologist	Instructor 20 Years	Teach: Cosmetology, Esthetician, Manicurist, Cross Over to Cosmetologist
Laurentina Rodriguez Licensed Cosmetologist	Instructor 25 Years	Teach: Cosmetology, Esthetician, Manicurist, Cross Over to Cosmetologist
Ivonne Gomez Licensed Barber	Instructor 6 Years	Teach: Barber and Cross Over to Barbering
 Victor Samaniego Licensed Barber	Instructor 4 Years	Teach: Barber and Cross Over to Barbering
Mary Carmen Moreno Licensed Esthetician	Instructor 11 Years	Teach: Esthetician
Felipe Mendez Licensed Barber	Instructor 4 Years	Teach: Barber and Cross Over to Barbering
Blanca Lourdes Garcia Instructor Licensed Manicurist	Instructor 3 Years	Teach: Manicuring
Norma Lucia Corral Tapia Licensed Cosmetologist	Instructor 16 Years	Teach: Cosmetology, Esthetician, Manicurist, Cross Over to Cosmetologist
Evelyn Hernandez Licensed Cosmetologist	Instructor 3 Years	Teach: Cosmetology

## **Directions to Our Institution:**

Coming from Los Angeles on FWY 5 (going south) Take the Lakewood Blvd. Ramp Off; when exit make a left onto Lakewood Blvd., then on Telegraph Road, make a right, drive for about 300 feet and the building is on your right hand side...

Going towards FWY 5 (going south) Take the Lakewood Blvd Off; when exit make a slight right onto Lakewood Blvd., then on Telegraph Road, make a right, drive for about 300 feet and the building is on your right hand side...

On the 605 FWY going North Take the Telegraph Road/ Slauson Ave. Ramp Off; when exit make a right onto Telegraph Road, going towards Pico Rivera, then drive for about 1 mile and the building is on your left hand side...

On the 605 FWY going South Take the Telegraph Road/Slauson Ave. Ramp Off; when exit make a right onto Telegraph Road, then drive for about 1 mile and the building is on your left hand side...